



**YEAR 2000**

# **SCHEDULE OF ETHICS EVENTS**

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

# January 2000

REMINDER: Information regarding OGE's training courses/events will be added to our web site as soon as arrangements are confirmed. Please keep checking back for the latest news.

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3 Reporting period for annual SF 278s began Jan. 1. Filers identified?

4 Written plan for 2000 annual training completed? Submission to OGE not required.

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6 REMINDER: OGE annual agency ethics program questionnaire due Feb 1. Data compiled?

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14 REMINDER: Four months until annual SF 278 filing deadline. Filers notified? Forms distributed?

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17 Federal Holiday

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31 The OGE Ethics CD-ROM January edition release date.

SUNDAY

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WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

# February 2000

REMINDER: Consult with Human Resources concerning new hires and promotions of employees to covered positions.

1 DUE TO OGE  
TODAY: Agency  
ethics program  
questionnaire for  
CY 1999.

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21 Federal  
Holiday

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25 REMINDER:  
Submit proposals  
for OGE  
conference  
and/or volunteer  
for panel.

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SUNDAY

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SATURDAY

# March 2000

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15 REMINDER:  
SF 278 filers  
notified of filing  
requirement?  
Only two months  
until filing  
deadline.

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End of reporting  
period for travel  
under 31 U.S.C.  
1353.

SUNDAY

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# April 2000

REMINDER: Consult with Human Resources concerning new hires and promotions of employees to covered positions.

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3 REMINDER:  
Check mail and  
OGE Web site  
for OGE  
conference  
announcement.

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14 REMINDER:  
Annual SF 278  
reports due in  
one month.  
Status of  
reports?

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17 TAX DAY

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SUNDAY

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# May 2000

REMINDER: OGE will be requesting an updated list of agency officials who file their SF 278s with this office. Is your list updated? Does it reflect termination dates, transfers, etc.?

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5 REMINDER:  
Do SF 278 filers  
need a reminder  
of the May 15  
filing deadline?

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15 DUE  
TODAY: All  
annual SF 278s.  
Are any 45-day  
filing extensions  
needed from the  
agency?

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29 Federal  
Holiday

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31 DUE TO OGE  
TODAY: 31  
U.S.C. 1353  
travel reports.

SUNDAY

MONDAY

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WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

# June 2000

REMINDER: Consult with Human Resources concerning new hires and promotions of employees to covered positions.

1 REMINDER:  
Register for OGE  
conference and  
hotel lodging.

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15 REMINDER:  
Missing  
SF 278s? Late  
filing fee now  
applies unless a  
filing extension  
has been granted  
by the agency.

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29 DUE TODAY:  
Annual SF 278s  
for employees  
granted 45-day  
filing extension.  
Additional  
extension from  
OGE required?

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<i>July 2000</i>						1
2	3	4 Federal Holiday	5	6	7	8
9	10	11	12	13	14 OGE Conference registration deadline.	15
16	17	18	19	20	21	22
23	24	25	26	27	28 The OGE Ethics CD-ROM July edition release date.	29
30	31 REMINDER: Late filing fee now applies for annual SF 278 filers granted 45-day filing extensions who have not yet filed.					



SUNDAY

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WEDNESDAY

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SATURDAY

# August 2000

REMINDER: Consult with Human Resources concerning new hires and promotions of employees to covered positions.

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Deadline for  
hotel lodging  
reservation for  
OGE conference.

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14 DUE TODAY:  
All annual  
SF 278s for  
employees  
granted an  
additional 45-day  
filing extension  
by OGE.

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SUNDAY

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# September 2000

REMINDER: OGE Form 450s are due on October 31. Filers identified? Forms reproduced and distributed? Vendor list prepared to assist in identifying potential conflicts?

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4 Federal Holiday

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11 OGE  
Conference –  
Philadelphia, PA12 OGE  
Conference –  
Philadelphia, PA13 OGE  
Conference –  
Philadelphia, PA14 OGE  
Conference –  
Philadelphia, PA  
REMINDER:  
Late filing fee  
now applies for  
annual SF 278  
filers granted  
filing extensions  
who have not yet  
filed.15 DUE TO OGE  
TODAY:  
SF 278s for  
PASSs, DAEOs,  
and other  
specified  
officials.

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30 REMINDERS:  
End of annual  
OGE Form 450  
reporting cycle,  
reports due in one  
month.End of 31 U.S.C.  
1353 travel  
reporting period.

SUNDAY

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SATURDAY

# October 2000

REMINDER: Consult with Human Resources concerning new hires and promotions of employees to covered positions.

1 Beginning of new reporting period for annual OGE Form 450 reports.

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31 DUE TODAY:  
Annual OGE  
Form 450s for  
fiscal year 2000.  
Are any filing  
extensions  
necessary?

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THURSDAY

FRIDAY

SATURDAY

# November 2000

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7 Election Day

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Holiday

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23 Federal  
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29 REMINDER:  
Status of OGE  
Form 450s  
submission and  
review?30 DUE TO OGE  
TODAY:  
18 U.S.C. 207(c)  
agency compon-  
ent designation  
and position  
exemption.  
updates.31 U.S.C. 1353  
travel reports.

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

# December 2000

REMINDER: Consult with Human Resources concerning new hires and promotions of employees to covered positions.

1 REMINDER:  
Have all covered  
employees  
received required  
ethics training?

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25 Federal  
Holiday

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29 REMINDER:  
OGE Form 450s  
submitted,  
reviewed, and  
certified? Any  
filing extensions  
end by Jan. 29,  
2001.

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